

04/30/2004 15:41 19739161986

ICM

PAGE 02/11

Islamic Education Foundation  
Of New Jersey, Inc.  
Al-Hikmah Elementary School



مؤسسة التعليم الاسلامي  
في ولاية نيو جيرسي  
مدرسة دار الحكمة الابتدائية

March 3, 2003

We are requesting an operational SPIN change for the following:

Billed entity number: 308847  
Applicant name: DAR AL-HIKMAH ELEMENTARY SCHOOL  
Pending request numbers: 807576, 807620, 807665, 807708  
Form 471 application number: 310459  
Applicant contact: Louay Akil  
Applicant Phone: (973) 785-2300  
Applicant E-mail address: N/A  
Original SPIN: 143024755  
Original service provider: Diversified Computer Solutions, Inc.  
Original service provider contact: Betsy Gilt  
Original service provider phone: (973) 808-9330  
Original service provider E-mail address: bgilt@dcsupport.com  
New SPIN: 143026575  
New service provider: Independent Computer Maintenance, Inc.  
New service provider contact: Anthony Natoli  
New service provider phone: (973) 916-1800  
New service provider E-mail address: [tonyn@icmcorporation.com](mailto:tonyn@icmcorporation.com)  
Proposed effective date of the SPIN change: March 3, 2003

I certify that (1) all SPIN changes requested in this letter are allowed under all applicable state and local procurement rules, (2) the SPIN changes are allowable under the terms of the contract, if any, between the applicant and its original service provider, and (3) the applicant has notified its original service provider of its intent to change service providers.

Thank you for your attention to this matter.

  
Louay Akil

## EXHIBIT C

**TONY NATOLI**

From: "SLDClient Operations" <SLDClientOperations@sl.universalservice.org>  
To: <tonyn@icmcorporation.com>  
Sent: Thursday, May 15, 2003 11:42 AM  
Subject: E-Rate program confirmation of SPIN change FRN(s) 807576, 807620, 807665, 807708

A request to change/correct the Service Provider on the following Funding Request(s) (FRN) was granted.

As the new Service Provider, you will receive a Funding Commitment Decision Letter (FCDL). PLEASE NOTE: While this FCDL will contain more detailed information on the FRN(s) listed below, it will show the ORIGINAL COMMITMENT amount, rather than the amount that remains undisbursed for this FRN.

THIS E-MAIL IS FOR ADVISORY PURPOSES ONLY. REPLIES WILL NOT BE RECEIVED. IF YOU HAVE QUESTIONS REGARDING THE SUBJECT OF THIS ADVISORY E-MAIL, PLEASE CALL OUR CLIENT SERVICE BUREAU AT 1-888-203-8100.

Applicant:

DAR AL-HIKMAH ELEMENTARY SCHOOL  
278 NORTH 8TH STREET  
PROSPECT PARK, NJ 07508

Contact ashraf elsa Phone: (973) 785-2300

Form 471 Application Number: 310459

Funding Request No. (FRN): 807576

New Service Provider: Independent Computer Maintenance, LLC

New SPIN: 143026575

Original Commitment Amount: \$34,344.00

Disbursement \$0.00

CAP Remaining: \$34,344.00

Date of 05/07/2003

A Form 486 has been filed for this No

This FRN includes Non-Recurring Yes

Funding Request No. (FRN): 807620

New Service Provider: Independent Computer Maintenance, LLC

New SPIN: 143026575

Original Commitment Amount: \$132,606.00

Disbursement \$0.00

CAP Remaining: \$132,606.00

Date of 05/07/2003

A Form 486 has been filed for this No

This FRN includes Non-Recurring Yes

Funding Request No. (FRN): 807665

New Service Provider: Independent Computer Maintenance, LLC

New SPIN: 143026575

Original Commitment Amount: \$188,682.12

Disbursement \$0.00

CAP Remaining: \$188,682.12

Date of 05/07/2003

A Form 486 has been filed for this No

This FRN includes Non-Recurring Yes

Funding Request No. (FRN): 807708

New Service Provider: Independent Computer Maintenance, LLC

New SPIN: 143026575

Original Commitment Amount: \$71,550.00

Disbursement \$0.00

CAP Remaining: \$71,550.00

Date of 05/07/2003

A Form 486 has been filed for this No

This FRN includes Non-Recurring Yes

## Exhibit D

# **TECHNOLOGY PLAN FOR DAR AL-HIKMAH ELEMENTARY SCHOOL (For Years 2002-2006)**

## **I. Executive Summary**

**A. Mission statement**

**B. Plan Summary**

## **II. Information Technology Assessment**

**A. Current inventory of equipment and services**

**1. Computers**

**2. Telecommunications**

**3. Internet access and services**

**4. Other technologies**

**B. Current program status**

**1. Curriculum integration**

**2. Staffing and training**

**C. Current budget**

**1. Equipment and services**

**2. Upgrades and maintenance**

**3. Related infrastructure**

**4. Staffing and training**

**D. Needs assessment**

**1. Recent developments and current status**

**2. Planning process**

### **III. Technology Objectives and Plans**

#### **A. Overview**

- 1. Overall objectives**
- 2. Grade-appropriate curriculum integration**
- 3. Basic technology architecture and infrastructure plan**

#### **B. Equipment and service components**

##### **1. Hardware/software**

- a. Computer**
- b. Telecommunications**
- c. Other**

##### **2. Services**

- a. Computer and Internet access**
- b. Telecommunications**
- c. Other (e.g., distance learning)**

##### **3. Infrastructure**

- a. Facility construction and/or renovation**
- b. Telecommunications and electrical wiring**

##### **4. Related programs**

- a. Upgrades and maintenance**
- b. Security and privacy**
- c. Inter-school initiatives**

##### **5. Deployment schedule**

**C. Staffing and training**

1. Technology coordination
2. Support and maintenance
3. Curriculum planning
4. Staff training
5. Other resources

**IV. Plan Administration and Budgeting****A. Current plan approval status**

1. Internal
2. Independent review and approval

**B. Budgeting**

1. Equipment purchases and services schedule
2. Annual budgeting and approvals
3. Special bond issuance and approvals, if applicable
4. Other funding sources
  - a. Grants
  - b. E-Rate discounts

**C. Ongoing planning and review**

1. Plan review and revision plans
2. Technology program monitoring and evaluation process

**VISION STATEMENT:**

- Technology is a tool to improve student motivation and learning.
- Classroom teachers will become guides directing students in learning activities rather than being the conveyors of facts and information.
- Technology will benefit students in the following ways:
  - They will have greater control over their own learning,
  - They will be able to adapt to our rapidly changing society, and
  - They will be able to create, access, exchange, and analyze information readily from electronic sources.
- Technology supports learning by:
  - Serving as a tool for teaching and learning,
  - Accommodating different curriculum needs,
  - Accommodating different learning styles, and
  - Providing access to information.

All students in the school will be able to access and effectively use any information needed to function as a productive member of the 21<sup>st</sup> century society.

Teachers in the school will be able to use state-of-the-art technologies to prepare and deliver their lessons

**Current state of cabling and electrical support within the building for technology-based school services:**

The school has been cabled as requested through the E-rate program with Category 5 standard cabling.

Electrical service in all buildings is adequate.

## **Goal 1**

To integrate voice, video and data networks capable of providing communications at the school, division, and national levels.

### **Strategies**

1. Conduct a survey to determine the status of network capabilities for each school division.
2. Develop and distribute guidelines (standards) for building-wide networking to support voice, video, and data.
3. Collaborate with agencies and institutions responsible for design and implementation of statewide and national infrastructure to assure compatibility and connections to all schools (e.g., Title III participation).

## **Goal 2**

To improve teacher and student access to technological resources in classrooms and other learning centers through equitable distribution of grants, equipment, software, and technical assistance.

### **Strategies**

1. Provide a network-ready multimedia microcomputer in all classrooms.
2. Provide for network-ready microcomputers for classrooms to help schools achieve a 5:1 student to microcomputer ratio.
3. Encourage pilot projects to permit students to check out microcomputers for home use.
4. Explore and provide suitable [assistive] devices for special needs students.
5. We plan to acquire 5 to 10 additional computer workstations in addition to the equipment applied for under the e-rate funding program. In addition, at the time of the upgrade, the school will replace several of the existing "dumb" terminals with Internet computer workstations. See current budget for details.
6. We are requesting new servers as part of the e-rate application and additional network drops in all rooms. We currently have 60 computers.
7. The new computer system utilizes Microsoft Windows 2000 Server software as its operating system.
8. Windows XP professional operating software will be utilized for any new computer workstations being added to the school's network in the future.
9. Such new online and CD-ROM multimedia software titles as appropriate will be acquired.
10. Additional, full text bibliographic databases will be acquired.

11. The school will provide greater access to business application software such as those included in Microsoft Office 2000 word processing, spreadsheet, and database applications. Other business applications as appropriate will be added.
12. Dial in lines may be added.
13. Web access to the school will be maintained.
14. The school's routers, hubs, DSU's, etc. may be upgraded.
15. Installation or upgrades to the electrical support within the building, if any, that will be required to implement the technology-based school computer system has been made.
16. The school was completely renovated. All current and foreseeable electrical support needs were factored into the architectural plans for the project. New electrical systems are in. They are capable of handling current and future needs. The school's retrofitting is relatively new or is totally renovated. No additional electrical support is needed. Server and equipment closets are already in and are in an air-conditioned location.
17. The existing equipment is currently under warranty and under a maintenance contract. The staff, especially the computer teacher, also help maintain the equipment in addition to patrons who volunteer their time. The new e-rate equipment will be covered by a twelve month maintenance contract with Independent Computer Maintenance LLC., as requested in form 471 for Funding Year 2003.

### **Goal 3**

Establish extensive training programs and appropriate incentives for teachers to enhance teaching and learning through the use of educational technologies.

#### **Strategies:**

1. Establish guidelines and specifications for teacher training.
2. Offer incentives for each educator who completes five graduate-level hours of staff development toward re-certification or endorsements.
3. Expand employment of technology specialists and recommend changes in existing regulations or the creation of new endorsement provisions for professionals in educational technology.
4. Use the recent work of the National Council for Accreditation of Teacher Education (NCATE) to define teacher competencies in areas of instructional technology.

5. Staff assigned to work in the various departments of the school are trained to use the technology-based school services in their respective departments.
6. Staff are trained in the use of the integrated school system as follows: ~~circulation desk staff are trained in the use of the circulation components,~~ staff assisting the students in identifying materials are trained in the database section of the system, and catalogers are trained in the cataloging section of the system.
7. Staff has been trained in e-mail, and given e-mail accounts. All staff members are trained in the use of Internet browsers.
8. Staff members fully trained in utilizing all of the online and CD-ROM software services located throughout the school.
9. Staff place school loan requests, and they are fully trained in the use of the school's loan software systems.
10. Students are trained in the use of the technology-based school services on a case by case basis. Topics included in the training include the use of the computer, navigating around the software operating system, and using the specific applications.
11. The school operates a computer training center which is used to train students and teachers. The computer training session is also used to train the school's staff members. The students and staff are trained in the lab when the demand arises. Teachers and staff also attend training workshops and continuing professional education seminars.
12. Training in the use of the school's computer systems will continue for staff and students. Student training is always an ongoing process as persons new to the school need to be trained in accessing the information and Internet.
13. As additional Internet computers are added to the school, staff and students in the school will be trained in the use of the new computers.
14. To the extent that agencies throughout the area are on the Internet, the staff and students will require training in the use of the computers and in accessing the Internet. The school will facilitate training of those students and staff on an ongoing basis.

15. The school will continue and expand training in the use of online and CD-ROM multimedia titles, the use of full text bibliographic databases, and business oriented software applications such as word processing, spread sheet and database creation, and other business software applications.
16. The school will provide instruction in the use of the community information database that it will create.

#### **Goal 4**

Educators and administrators will have access to technologies that provide for the maintenance, reporting, and analysis of student and administrative data.

##### **Strategies:**

1. Adopt a comprehensive, standardized software package to support student and administrative data management, analysis, and reporting.
2. Study future incorporation of a classroom management system to interface with other administrative software.

#### **Goal 5**

A system of ongoing evaluation will be established for assessment of technology applications, teacher preparation, and training.

##### **Strategies:**

1. Develop tools and a consistent process of data collection that can be used to assess progress in implementing the recommendations of this plan.
2. Publish biennial reports showing the assessment of annual data on technology initiatives.

- )
- How will you analyze implementation decisions to accommodate for changes as a result of new information and technologies?
  - What organizational mechanism will you create that allows changes in the implementation of the technology plan and in the plan itself?
- )
- )

- )
- How will you analyze implementation decisions to accommodate for changes as a result of new information and technologies?
  - What organizational mechanism will you create that allows changes in the implementation of the technology plan and in the plan itself?
- )
- )

Technology Implementation is a continuous process that adapts to the organization's changing circumstances and includes ongoing evaluation. Effective evaluation will force planners to rethink and adapt objectives, priorities, and strategies as implementation proceeds. Continuous evaluation also facilitates making changes if aspects of the plan are not working.

Evaluating the implementation of a technology plan can be conducted by various means. Simple observations, both negative and positive, that have been made by students and teachers using the technology are the most helpful. Interviews and informal meetings with both instructors and students can draw out the lessons that both groups have learned from using the technology. A simple written survey can assist in measuring the extent to which the plan has met its original objectives and expected outcomes. The following questions will be addressed when planning the evaluation of the implementation of your technology plan:

- How and when will you evaluate the impact your technology plan implementation has on student performance?
- Who will be responsible for collecting ongoing data to assess the effectiveness of the plan and its implementation?
- What windows of opportunity exist for reviewing the technology plan? (For example, the plan might be reviewed during curriculum review cycles.)
- How will accountability for implementation be assessed?
- How will you assess the level of technological proficiency gained by students, teachers, and staff?
- How will you use technology to evaluate teaching and learning?
- What is the key indicator of success for each component of the plan?
- How will you analyze the effectiveness of disbursement decisions in light of implementation priorities?

## Exhibit E

## **Technology Plan Outline Appendix 1**

- I. Executive Summary
  - A. Mission statement
  - B. Plan Summary
- II. Information Technology Assessment
  - A. Current inventory of equipment and services
    - 1. Computers
    - 2. Telecommunications
    - 3. Internet access and services
    - 4. Other technologies
  - B. Current program status
    - 1. Curriculum integration
    - 2. Staffing and training
  - C. Current budget
    - 1. Equipment and services
    - 2. Upgrades and maintenance
    - 3. Related infrastructure
    - 4. Staffing and training
  - D. Needs assessment
    - 1. Recent developments and current status
    - 2. Planning process
- III. Technology Objectives and Plans
  - A. Overview
    - 1. Overall objectives
    - 2. Grade-appropriate curriculum integration
    - 3. Basic technology architecture and infrastructure plan
  - B. Equipment and service components
    - 1. Hardware/software
      - a. Computer
      - b. Telecommunications
      - c. Other (e.g., satellite receivers)

## E-Rate Central: E-rate Application Tips

Page 2 of 3

2. Services
  - a. Computer and Internet access
  - b. Telecommunications
  - c. Other (e.g., distance learning)
3. Infrastructure
  - a. Facility construction and/or renovation
  - b. Telecommunications and electrical wiring
4. Related programs
  - a. Upgrades and maintenance
  - b. Security and privacy
  - c. Inter-school initiatives
5. Deployment schedule
- C. Staffing and training
  1. Technology coordination
  2. Support and maintenance
  3. Curriculum planning
  4. Staff training
  5. Other resources
- IV. Plan Administration and Budgeting
  - A. Current plan approval status
    1. Internal
    2. Independent review and approval
  - B. Budgeting
    1. Equipment purchases and services schedule
    2. Annual budgeting and approvals
    3. Special bond issuance and approvals, if applicable
    4. Other funding sources
      - a. Grants
      - b. E-rate discounts
  - C. Ongoing planning and review
    1. Plan review and revision plans

E-Rate Central: E-rate Application Tips

Page 3 of 3

2. Technology program monitoring and evaluation process

**Sample Technology Vision Statement****Appendix 2****Courtesy of Montana Office of Public Instruction**

Vision statements for technology integration express the fundamental beliefs that guide a district in their efforts to infuse technology into the instructional and administrative programs. Belief statements might include thoughts such as:

- Technology is a tool to improve student motivation and learning.
- Classroom teachers will become guides directing students in learning activities rather than being the conveyors of facts and information.
- Technology will benefit students in the following ways:
  - They will have greater control over their own learning,
  - They will be able to adapt to our rapidly changing society, and
  - They will be able to create, access, exchange, and analyze information readily from electronic sources.
- Technology supports learning by:
  - Serving as a tool for teaching and learning,
  - Accommodating different curriculum needs,
  - Accommodating different learning styles, and
  - Providing access to information.

Sample elements of a vision statement might include:

All students in a school district will be able to access and effectively use any information needed to function as a productive member of the 21<sup>st</sup> century society.

Teachers in the district will be able to use state-of-the-art technologies to prepare and deliver their lessons

## **Sample Technology Goals and Strategies**

### **Appendix 3**

**Adapted courtesy of Virginia Department of Education**

#### **Goal 1**

To integrate voice, video and data networks capable of providing communications at the school, division, and national levels.

##### **Strategies**

1. Conduct a survey to determine the status of network capabilities for each school division.
2. Develop and distribute guidelines (standards) for building-wide networking to support voice, video, and data.
3. Collaborate with agencies and institutions responsible for design and implementation of statewide and national infrastructure to assure compatibility and connections to all schools (e.g., Title III participation).

#### **Goal 2**

To improve teacher and student access to technological resources in classrooms and other learning centers through equitable distribution of grants, equipment, software, and technical assistance.

##### **Strategies**

1. Provide a network-ready multimedia microcomputer in K-12 classrooms.
2. Provide for network-ready microcomputers for classrooms to help schools achieve a 5:1 student to microcomputer ratio.
3. Encourage pilot projects to permit students to check out microcomputers for home use.
4. Explore and provide suitable [assistive] devices for special needs students.

#### **Goal 3**

Establish extensive training programs and appropriate incentives for teachers to enhance teaching and learning through the use of educational technologies.

##### **Strategies:**

1. Establish guidelines and specifications for teacher training.
2. Offer incentives for each educator who completes five graduate-level hours of staff development toward re-certification or endorsements.
3. Expand employment of technology specialists and recommend changes in existing regulations or the creation of new endorsement provisions for professionals in educational technology.
4. Use the recent work of the National Council for Accreditation of Teacher Education (NCATE) to define teacher competencies in areas of instructional technology.

#### **Goal 4**

Educators and administrators will have access to technologies that provide for the maintenance, reporting, and analysis of student and administrative data.

##### **Strategies:**

1. Adopt a comprehensive, standardized software package to support student and administrative

- data management, analysis, and reporting.
- 2. Study future incorporation of a classroom management system to interface with other administrative software.

**Goal 5**

A system of ongoing evaluation will be established for assessment of technology applications, teacher preparation, and training.

**Strategies:**

1. Develop tools and a consistent process of data collection that can be used to assess progress in implementing the recommendations of this plan.
2. Publish biennial reports showing the assessment of annual data on technology initiatives.

[illegible]

## **Technology Plan Evaluation**

### **Appendix 5**

#### **Courtesy of NCRTEC**

Technology implementation is a continuous process that adapts to the organization's changing circumstances and includes ongoing evaluation. Effective evaluation will force planners to rethink and adapt objectives, priorities, and strategies as implementation proceeds. Continuous evaluation also facilitates making changes if aspects of the plan are not working.

Evaluating the implementation of a technology plan can be conducted by various means. Simple observations, both negative and positive, that have been made by students and teachers using the technology are the most helpful. Interviews and informal meetings with both instructors and students can draw out the lessons that both groups have learned from using the technology. A simple written survey can assist in measuring the extent to which the plan has met its original objectives and expected outcomes. The following questions should be addressed when planning the evaluation of the implementation of your technology plan:

- How and when will you evaluate the impact your technology plan implementation has on student performance?
- Who will be responsible for collecting ongoing data to assess the effectiveness of the plan and its implementation?
- What windows of opportunity exist for reviewing the technology plan? (For example, the plan might be reviewed during curriculum review cycles.)
- How will accountability for implementation be assessed?
- How will you assess the level of technological proficiency gained by students, teachers, and staff?
- How will you use technology to evaluate teaching and learning?
- What is the key indicator of success for each component of the plan?
- How will you analyze the effectiveness of disbursement decisions in light of implementation priorities?
- How will you analyze implementation decisions to accommodate for changes as a result of new information and technologies?
- What organizational mechanism will you create that allows changes in the implementation of the technology plan and in the plan itself?

L.								
M.								
N.								
<b>Software (list by type)</b>								
A.								
B.								
C.								
D.								
E.								
F.								
G.								
H.								
I.								
J.								
K.								
L.								
M.								
N.								
<b>Network Equipment</b>								
A. Hubs								
B. Routers								
C. Servers								
D.								
Number of rooms wired for internal connections								
<b>Telecommunication Links</b>								
A. Full or fractional T1								
B. ISDN								
C. Dedicated cable/microwave								